Secure Access Washington (SAW) is a portal to access state applications.

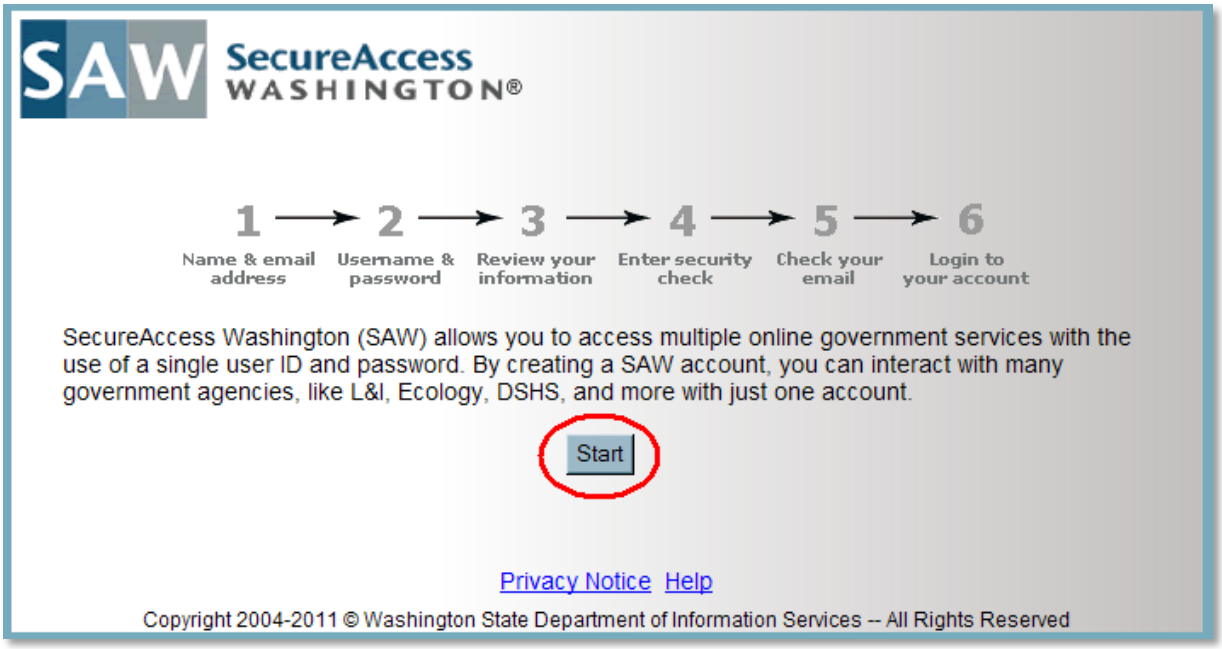
There are two versions of WEIRD: One for training purposes and one for reporting purposes. So you have to have two separate SAW accounts to get to those separate applications.

For training purposes you will start in Test-SAW. Go to this webpage:

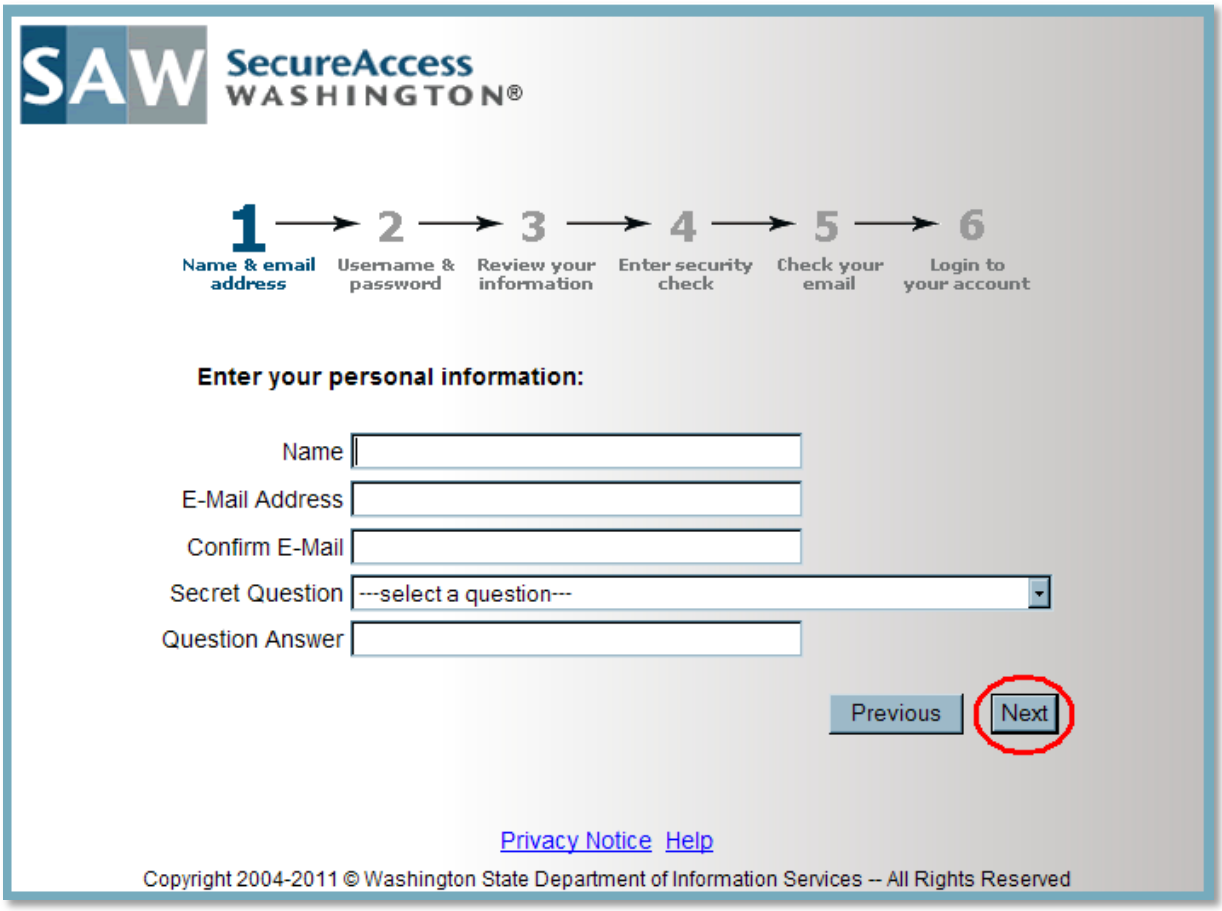
https://test-secureaccess.wa.gov/myFortress/saw/select.do

Create an account

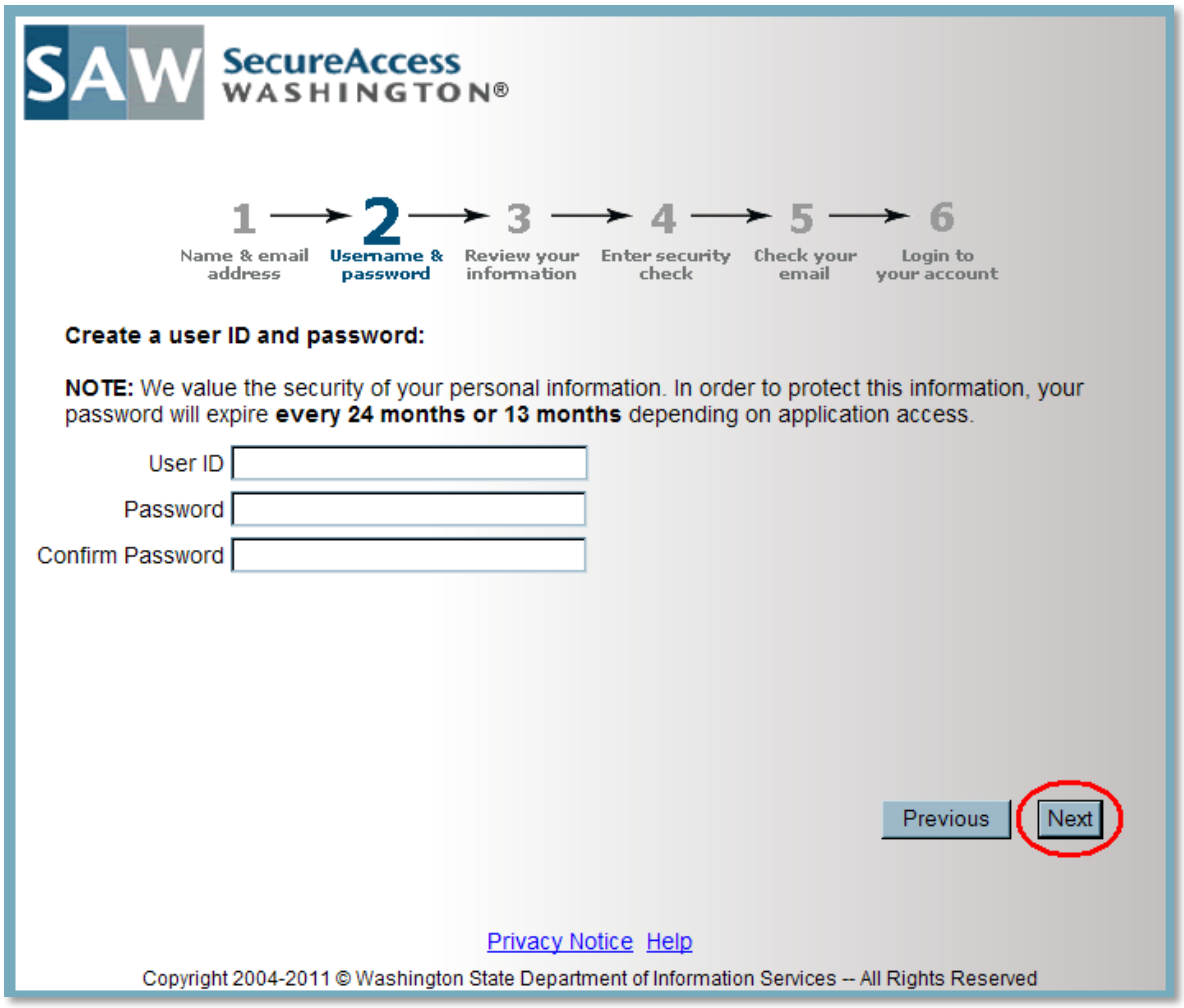
Click Start



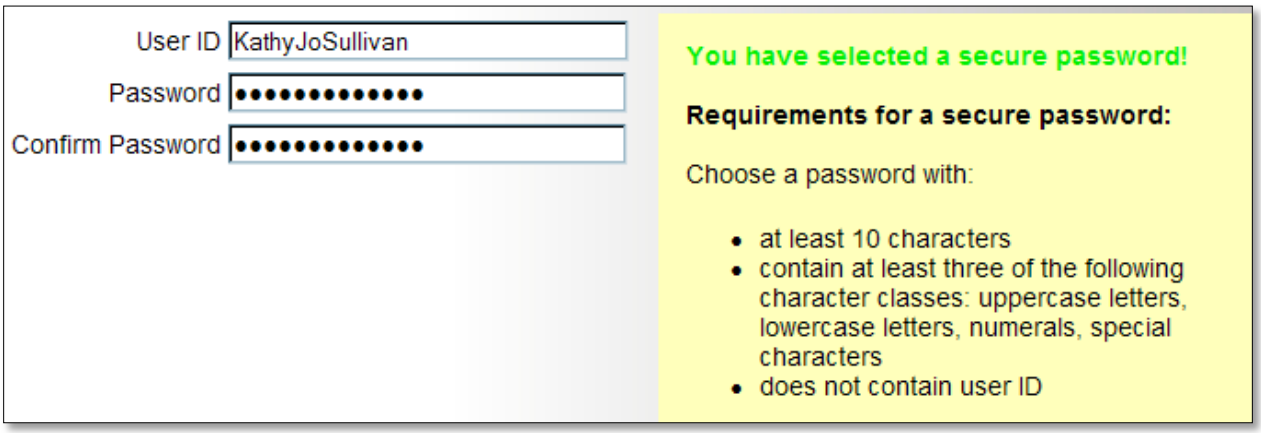
Enter your name, email, and secret question/answer. Click Next



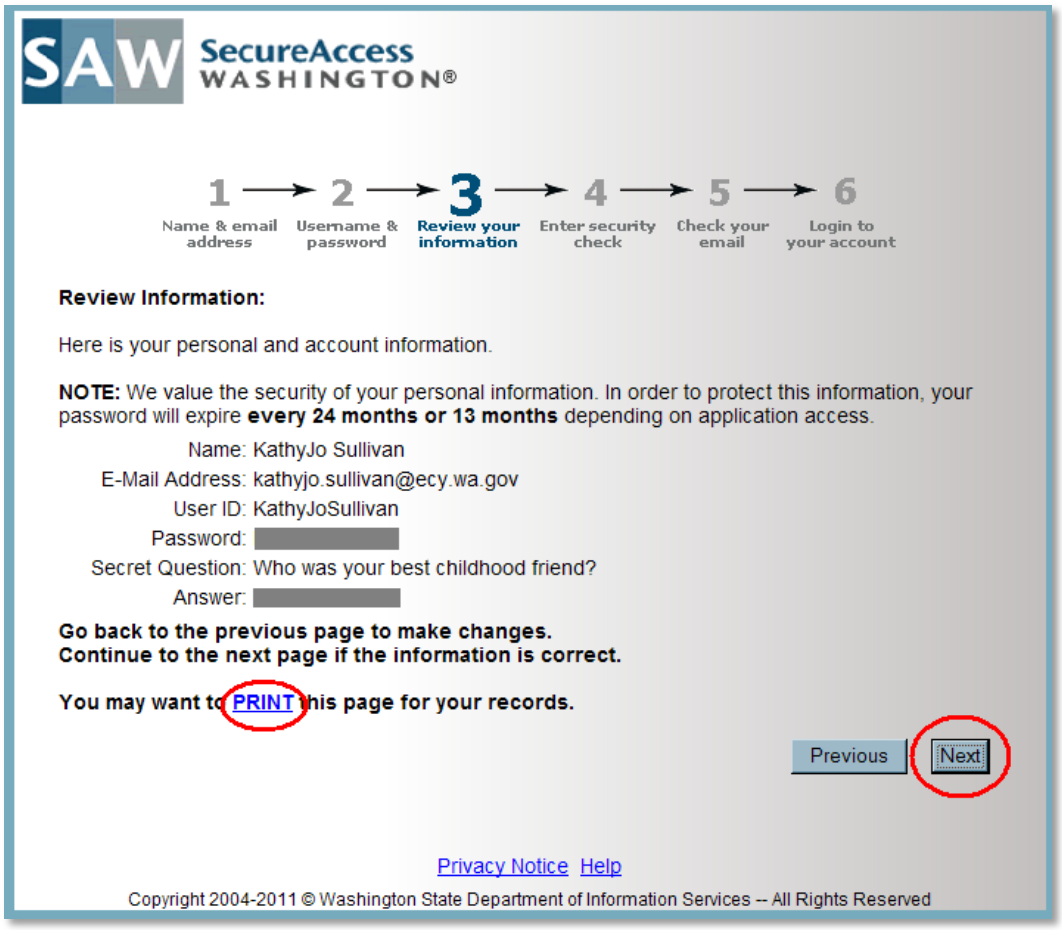
Select and enter a User ID and Password. Please use your name (NO SPACES) as your User ID. Click Next.



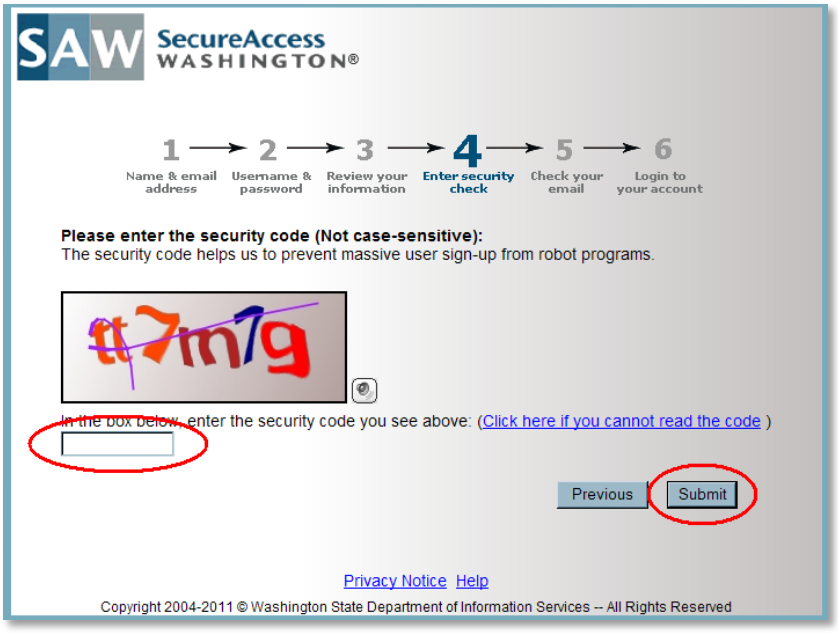
The system will assist you in developing your password. As you enter character it will let you know how it's going and when you have reached a password that meets the requirements.



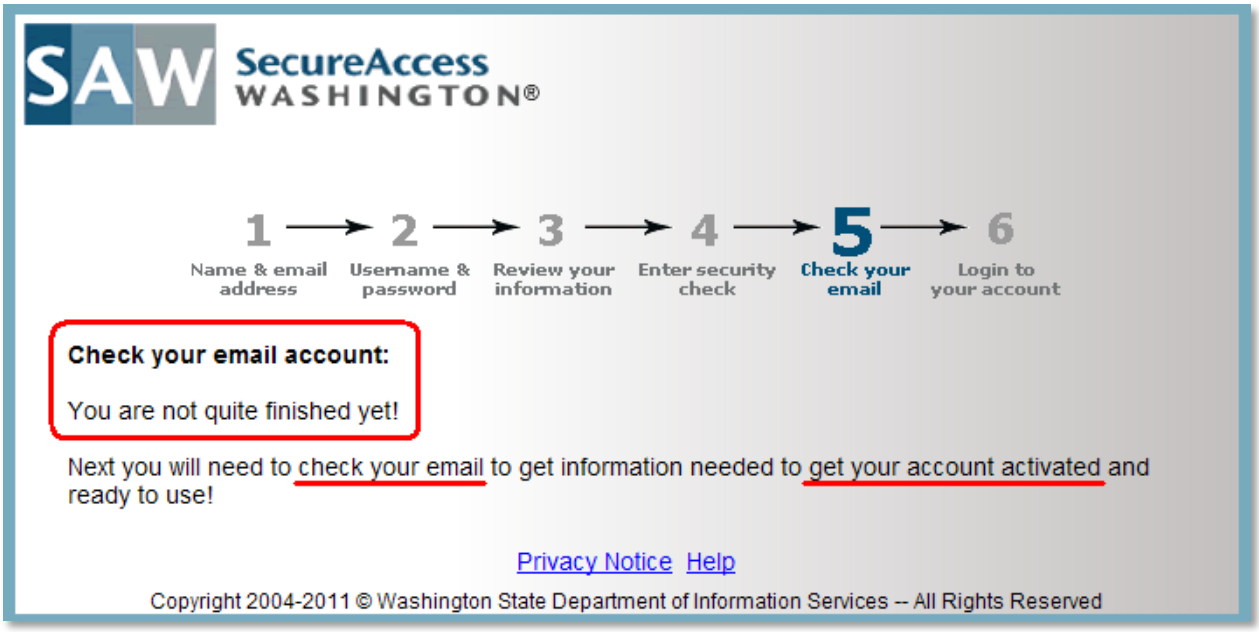
The System will show your information. You can print this page with the PRINT link. Click Next.



Decipher the funky code the system gives you (to prove you're human) and click Submit.



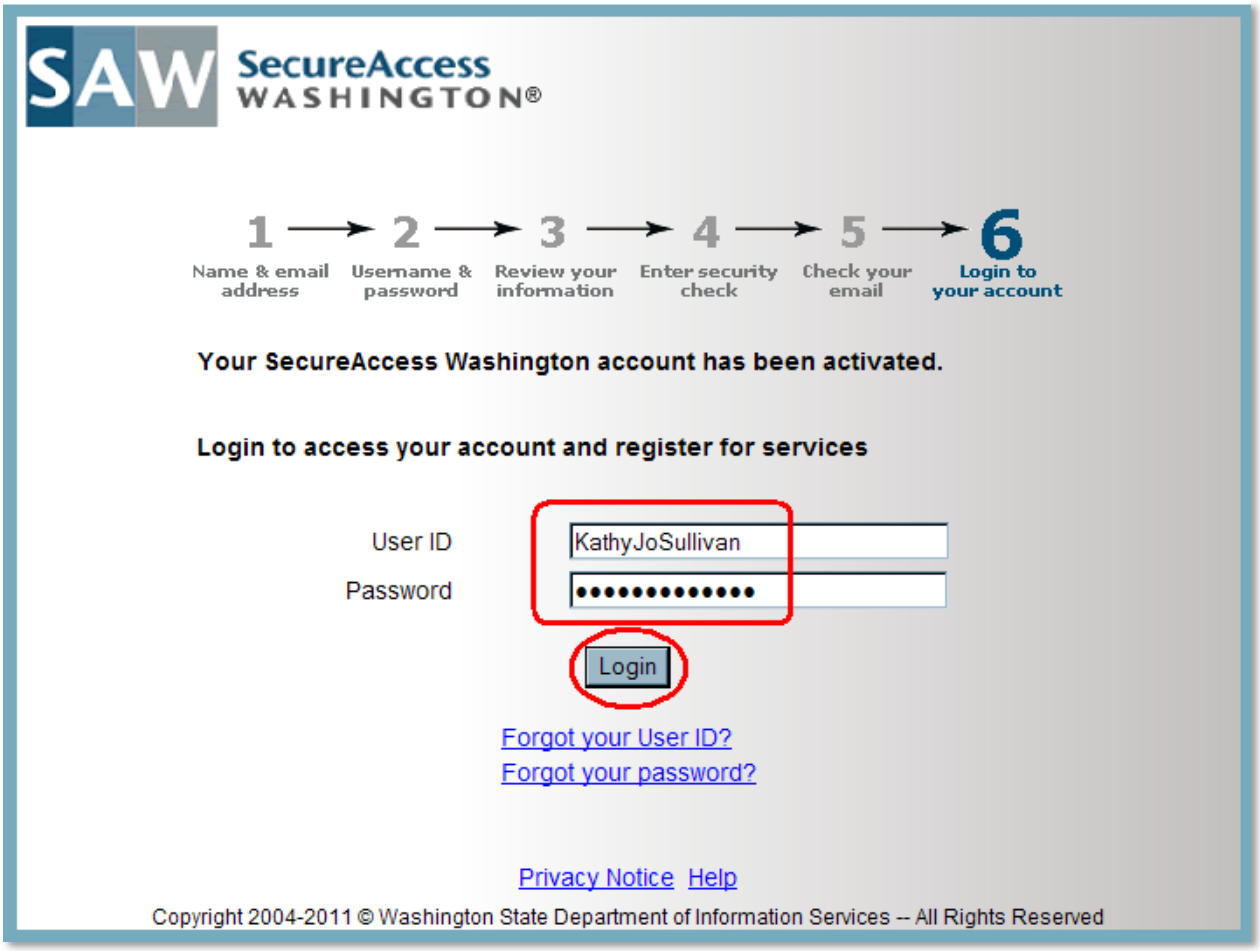
You're NOT DONE YET! You need to access your email to activate your account.



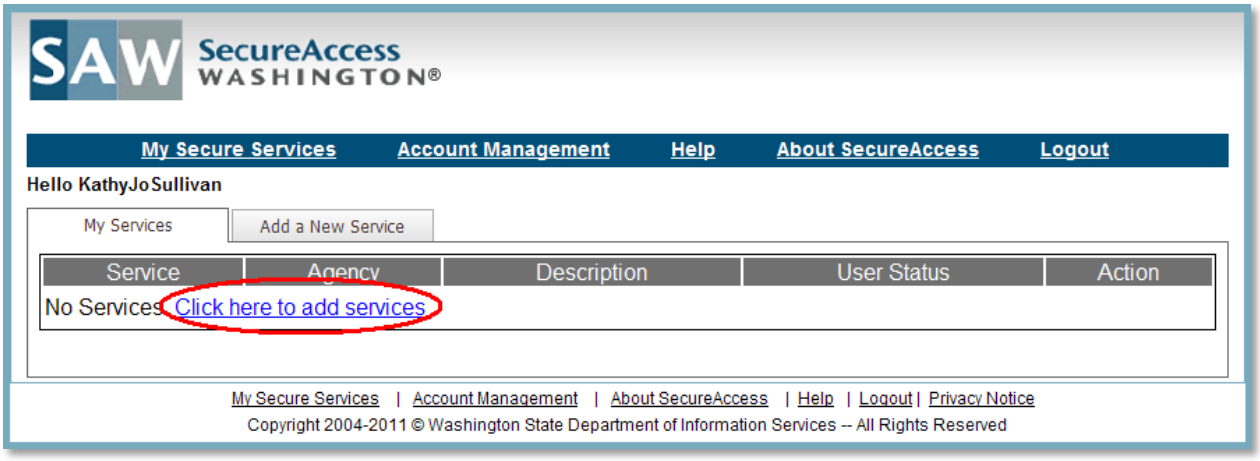
CLOSE THIS SAW WINDOW

Open your Welcome to SecureAccess email. Click the link in your confirmation email which will launch a *new* SAW login page.

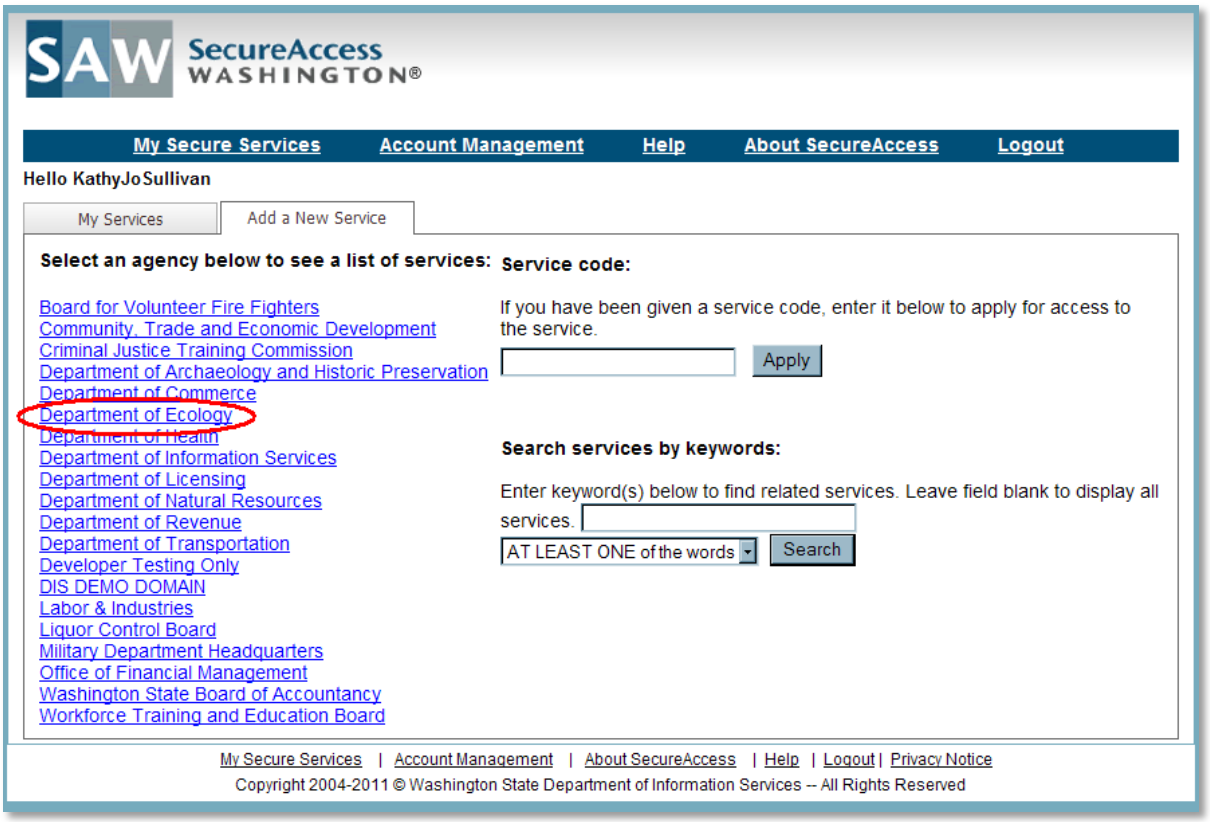
Enter your User ID (not case sensitive) and password (yes case sensitive)



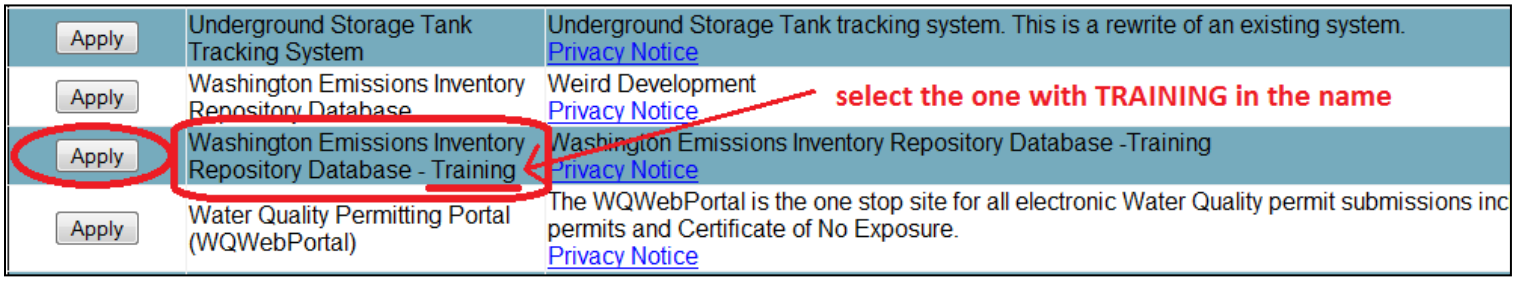
Click the blue link "Click here to add services"



Click on the blue link "Department of Ecology"

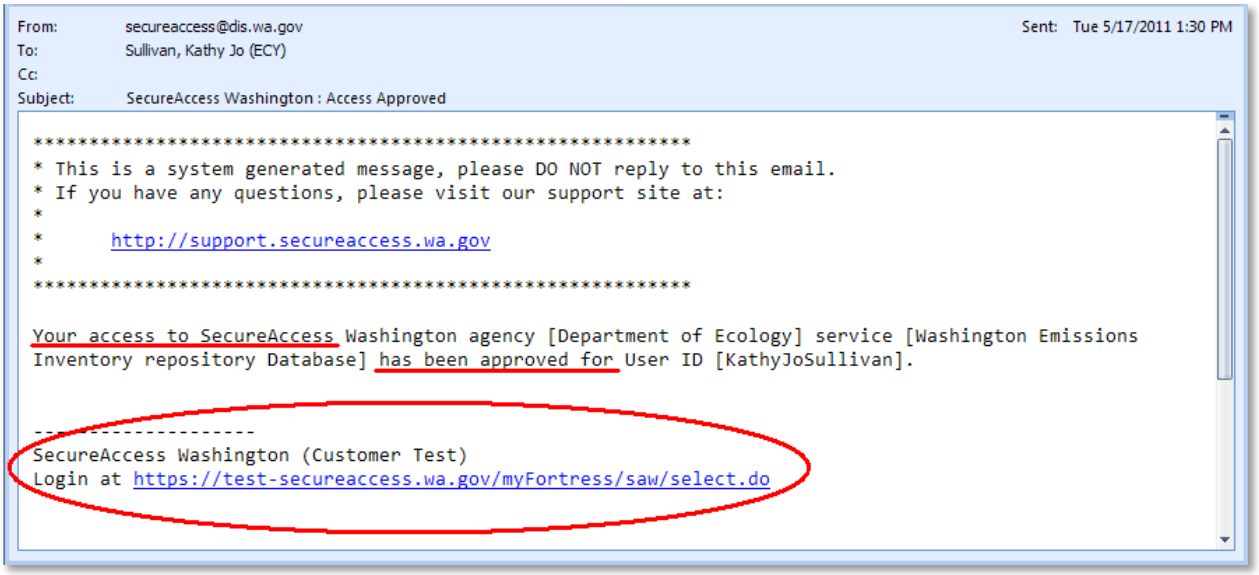


Scroll all the way to the bottom of the systems list. Find Washington Emission Inventory Repository Database - TRAINING. Click the Apply button next the system name.

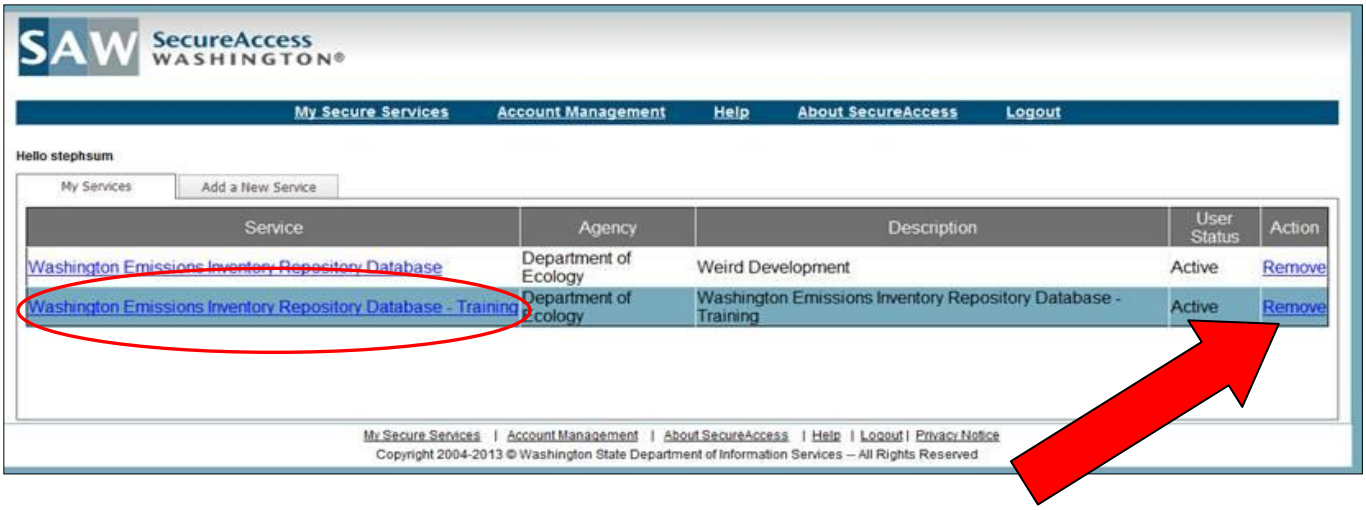


This is confirmation that you have *requested* access to Washington Emissions Inventory Repository Database. Now a live person at Ecology will approve your request.

Close any instance of SAW that might be open in your browser. Go back to your email. Open the "SecureAccess Washington : Access Approved" email and click the login blue link.

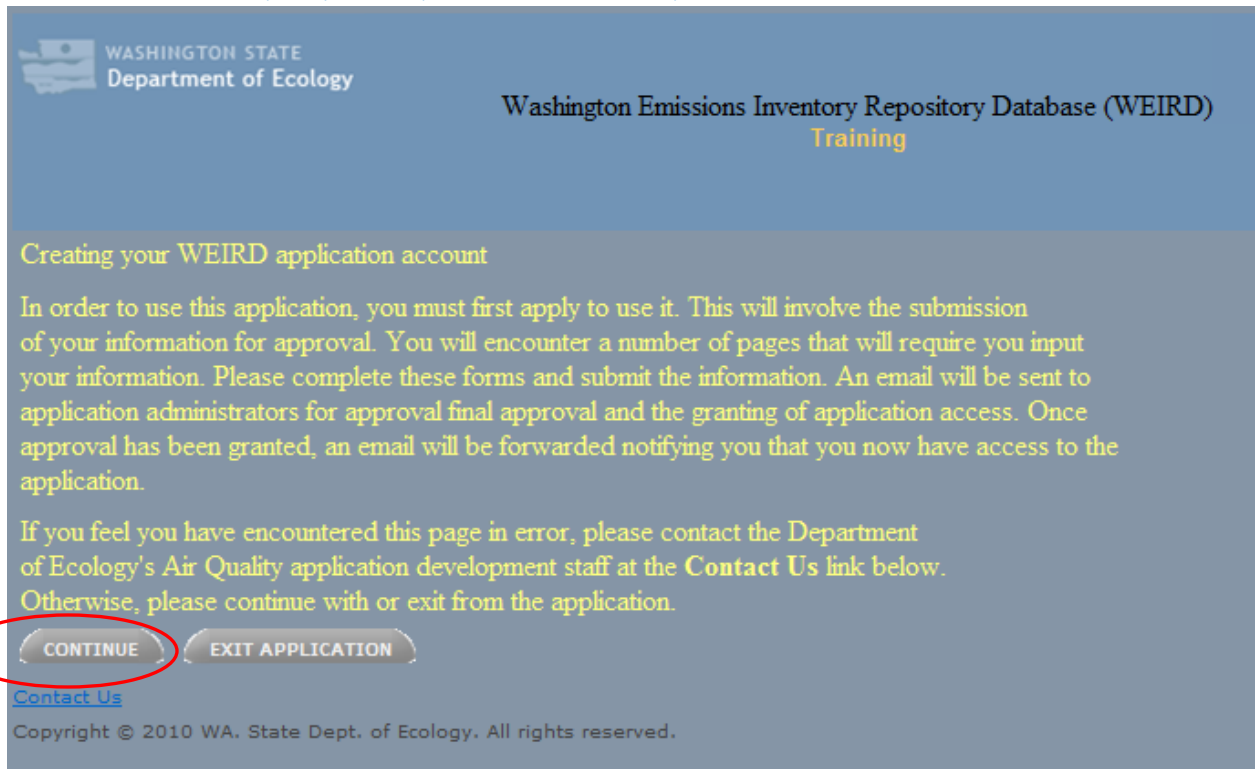


A new internet browser window will open. Click the Washington Emission Inventory Repository Database link.

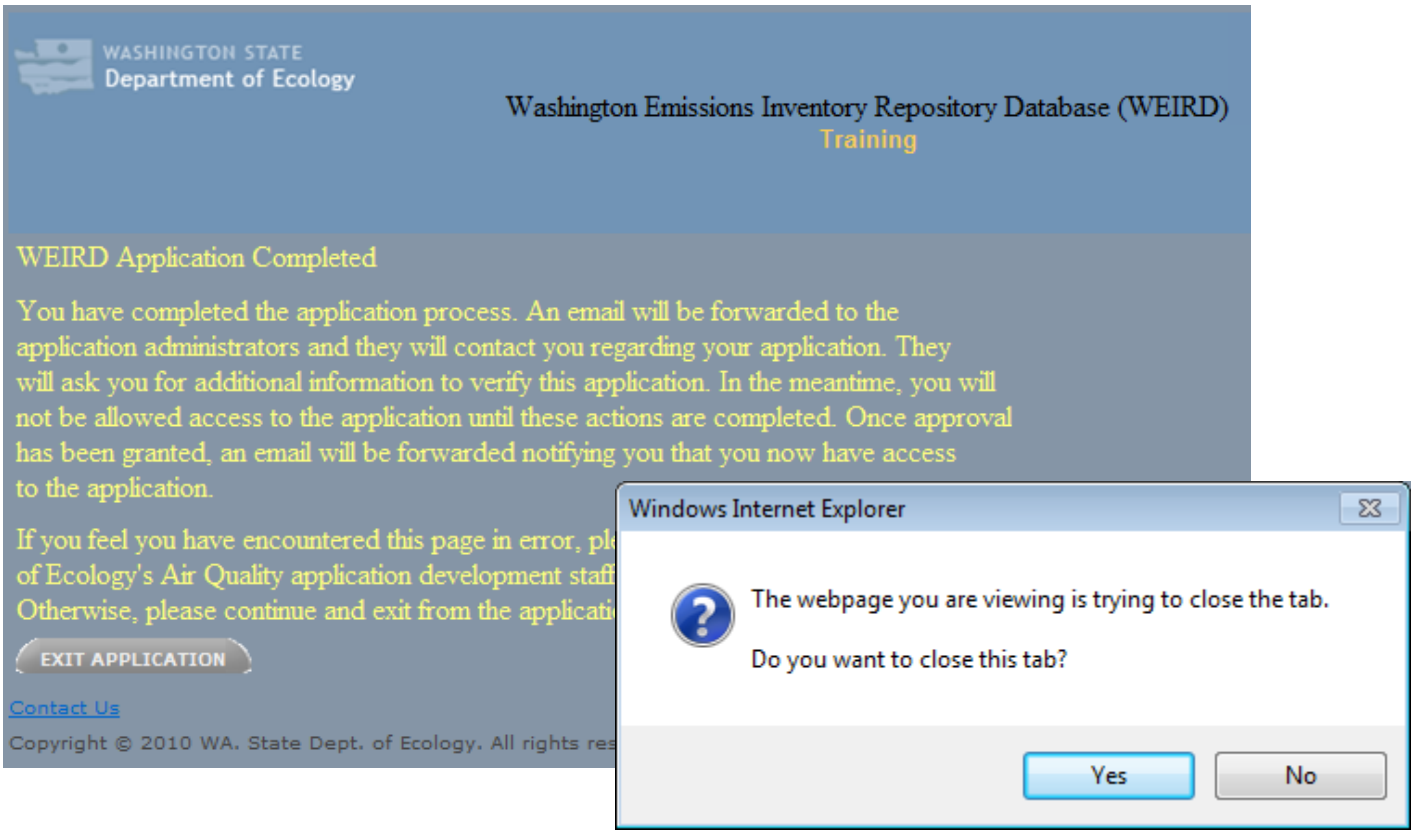


See the Action Remove link to the far right? **NEVER** CLICK this link.

Now, you SHOULD be on the new user introduction page of Training version of Washington Emissions Inventory Repository Database. Later you will access Production for real EI work.



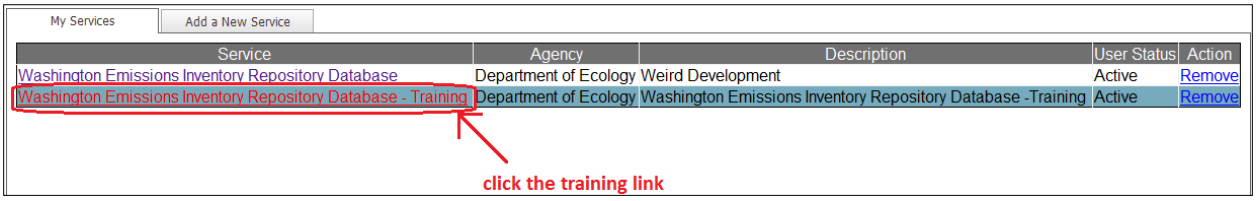
On this main page, click the *Continue* button and fill in the name, address, phone number and other information.



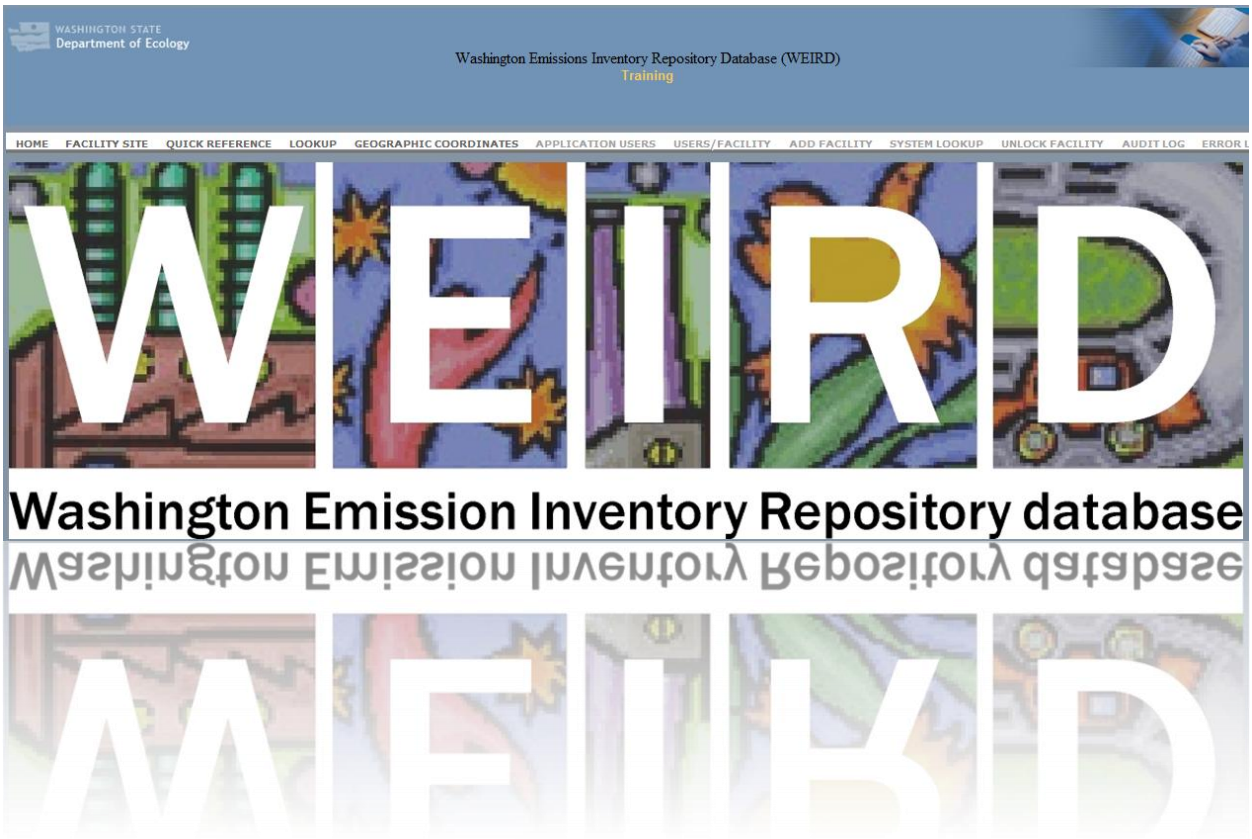
Click the *Exit Application* button and then the *Yes* button on the little message if it pops up.

Sorry, you're not active in the system yet. You have to be granted permissions. Different users have different rights, responsibilities, and facilities. A system administrator will set your permissions and connect you to your facility. Then they will send you an email indicating such.

Now you can re-logon to SAW. Click the link for the Training version of WEIRD.



Congratulations, you are now a WEIRD user.


WASHINGTON STATE
Department of Ecology
Washington Emissions Inventory Repository Database (WEIRD)
Training
HOME FACILITY SITE QUICK REFERENCE LOOKUP GEOGRAPHIC COORDINATES APPLICATION USERS USERS/FACILITY ADD FACILITY SYSTEM LOOKUP UNLOCK FACILITY AUDIT LOG ERROR L
WEIRD
Washington Emission Inventory Repository database